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Tender

High Street Business Information Officers

Sheffield City Council

F01: Prior information notice

Call for competition

Notice identifier: 2022/S 000-012915

Procurement identifier (OCID): ocids-h6vhtk-033911

Published 17 May 2022, 4:11pm

Section I: Contracting authority

I.1) Name and addresses

Sheffield City Council

Town Hall, Pinstone Street,

Sheffield

S1 2HH

Contact

Tim Dent

Email

tim.dent@sheffield.gov.uk

Telephone

+44 01142053646

Country

United Kingdom

NUTS code

UKE32 - Sheffield

National registration number

(GB) 173 5488 38

Internet address(es)

Main address

<https://www.sheffield.gov.uk>

Buyer's address

<https://uk.eu-supply.com/ctm/Company/CompanyInformation/Index/104130>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=47240&B=UK

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=47240&B=UK

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

High Street Business Information Officers

II.1.2) Main CPV code

- 79411100 - Business development consultancy services

II.1.3) Type of contract

Services

II.1.4) Short description

We are looking to appoint a small team of consultants / business advisors to support the recovery of the Sheffield's District Centres on behalf of Sheffield City Council for the Economic Recovery Fund (ERF) Programme. The support provided by this team is considered to have been very effective in local areas allowing businesses to have access to a friendly face with business advisor experience and retail and hospitality expertise alongside place making experience. We are looking to appoint up to 6 consultants working 12 days per month delivering 1-2-1 advice and support to businesses in Sheffield's District Centres. The consultants will be expected to provide support for 12 days per month from 1st August 2022 up to the 31st of March 2023 with the possibility of a 12 month extension should further funding be identified.

II.1.5) Estimated total value

Value excluding VAT: £300,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 72221000 - Business analysis consultancy services
- 73000000 - Research and development services and related consultancy services
- 73200000 - Research and development consultancy services

- 73210000 - Research consultancy services
- 73220000 - Development consultancy services

II.2.3) Place of performance

NUTS codes

- UKE32 - Sheffield

II.2.4) Description of the procurement

We are looking to appoint a small team of consultants / business advisors to support the recovery of the Sheffield's District Centres on behalf of Sheffield City Council for the Economic Recovery Fund (ERF) Programme. An existing team of Information Officers has been operating in the District Centres since 28th September 2020, funded by the "Welcome Back" Project. This project has now closed, and we have secured additional funding through ERF to continue the Information Officer activity. The support provided by this team is considered to have been very effective in local areas allowing businesses to have access to a friendly face with business advisor experience and retail and hospitality expertise alongside place making experience. Given the timeframe and the scale of the activity the Council is required to undertake a new procurement exercise to appoint the team. We are looking to appoint up to 6 consultants working 12 days per month delivering 1-2-1 advice and support to businesses in Sheffield's District Centres. The consultants will be expected to provide support for 12 days per month from 1st August 2022 up to the 31st of March 2023 with the possibility of a 12 month extension should further funding be identified.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £300,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

1 August 2022

End date

31 March 2023

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of expressions of interest

Date

16 June 2022

Local time

4:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

Section VI. Complementary information

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.4) Procedures for review

VI.4.1) Review body

Sheffield City Council

Sheffield Town Hall, Pinstone Street,

Sheffield

Country

United Kingdom

Internet address

<https://www.sheffield.gov.uk>

VI.4.2) Body responsible for mediation procedures

Sheffield City Council

Sheffield Town Hall, Pinstone Street,

Sheffield

Country

United Kingdom

Internet address

<https://www.sheffield.gov.uk>

VI.4.4) Service from which information about the review procedure may be obtained

Sheffield City Council

Sheffield Town Hall, Pinstone Street,

Sheffield

Country

United Kingdom

Internet address

<https://www.sheffield.gov.uk>